



USASD News

3rd Quarter FY 07



Special Interests of the Quarter:

- **USASD website** contains various updates. Please check periodically!
- **AER Kickoff**
Packets already mailed to SM's.
- Please continue to monitor and change **AKO passwords** according to CONUS / OCONUS requirement. CAC Card Readers will be distributed shortly!

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Commander Remarks ~ CPT Gina Ferguson

I would like to take a brief moment to welcome all of our new students. Many of you may not be aware, but the Student Detachment currently supports over 1,600 Soldiers worldwide. Because of USASD's diverse student population, we receive new students every month. As you can imagine, the nature of the USASD is quite unique. Because of our structure, it is crucial that each and every student, regardless of rank or program, always maintain integrity and uphold the Army values. While no one is physically watching, you are aware of the Army's appearance standards in accordance with AR 670-1 and the USASD Policy Letter #14.

Important Reminders

Request for Orders / PCS Orders ~ Ninety days from your graduation date, please contact your branch manager to inform them of your need for a RFO. Upon completion of your program of study, USASD students only have five days to out-process so it is crucial that your branch puts you on assignment immediately.

Government Travel Card ~ OSD General Counsel has stated that the **government travel card cannot be used to pay medical costs while TDY**. The rationale for this decision is that "medical expenses are considered personal expenses and as such are not appropriate to be charged on a government card".

Student Liaison Officers ~ I would like to thank all of our Student Liaison Officer for a job well done on the April PAI/APFT. USASD met the Army-wide PAI deadline with 100% participation and accountability. While SLO's are usually only needed for PAI/APFT reporting purposes, I may contact you from time to time in the event I need assistance with a student attending the same university/college. Thanks for your support and good luck with your tours of study. If you are unclear of your responsibilities as a SLO, please contact Mrs. Patsy Bell at 803-751-5382.

All Assigned Personnel ~ *It is pertinent that you update changes in address, phone number or email accounts to USASD immediately.* Your email is our primary means of communication so it is important for USASD to maintain accuracy. When academic or start/end dates change, please report such to USASD immediately; we are your parent organization and 100% accountable for you.

1LT Degree Completion Students ~ Don't forget to submit your promotion waivers to Mrs. Patsy Bell at least 60 days prior to the Captains Promotion Board. **WITHOUT THIS WAIVER, YOU WILL NOT GET PROMOTED TO CAPTAIN!!!**

As always, stay safe and healthy and enjoy your tours of study!

//ORIGINAL SIGNED\\
GINA M. FERGUSON
CPT, SC
Commanding



ARMY STRONG.™



Finance News ~ SSG Paris Bailey

The finance section aims to improve the quality of service to all members of the Student Detachment. Here is some information that may be helpful to you:

- **INPROCESSING PERSONNEL -Current processing time for payment of travel monies** (DLA, Mileage, Per Diem) (TLE is a separate entitlement and has the same processing time)
- No more than three business days from USASD to FJ Defense Military Pay Office
 - Approximately three business days from main finance office to DFAS, IN
 - 10-14 Working Days from DFAS to Direct Deposit into your Bank Account (Payment will not show on your LES)
- **Processing of DITY Claims** Current processing is 4-6 weeks. Time consumption is due to numerous routing stations. DITY claims are forwarded via USASD to Fort Jackson Transportation Office, thru FJ DMPO, then DFAS-IN for processing of payment and disbursement. Contact losing station Transportation Office for authorization packet. Ensure all pertinent DITY forms are submitted, to include: **DD 1351-2**(separate from PCS travel voucher), **DD 2278** (authorized by losing station DITY counselor), **Certification of Expenses, Summary of Personal Property Moves, Legible Weight Tickets** (empty and full) and **receipts for fuel, equipment and tolls** (receipts are not reimbursable but lessen taxable wages). Omission of required documents prolongs processing time. Discrepancies with dollar figures are directed to FJ Transportation Office counselors @ 803-751-5137/5138. Damage in shipment of household goods is directed to Fort Jackson SJA Claims Office @ 803-751-4287/5096.
- **Adjustment of BAH/COLA/OHA** Adjustments are finalized no more than two pay periods (Midmonth qualifies as one, EOM qualifies as two) after submission of proper paperwork. **Please keep in mind that BAH/OHA will not be started until a termination of quarters is received from the Soldier. 4187's for CONUS and OCONUS COLA are generated by USASD and do not require submission from the student.**
- **Payment for TLA (OCONUS Lodging)** Payment made no more than two pay periods from the date of submission to USASD.

Please keep in mind that expected payment/adjustments are dependent upon submission proper paperwork!

****NOTE** SYSTEMS ERROR-DFAS, INDIANAPOLIS ~ CONTACT US ARMY STUDENT DETACHMENT, FINANCE SECTION, IF YOUR ARE RECEIVING UNAUTHORIZED STATESIDE COLA FOR DUTY LOCATION.**



Finance News, continued . . .

- **Out-processing Advances** An advance of Mileage, DLA, and Per Diem is disbursed to the service member upon request is paid 3-5 days prior to the start of PCS Leave. Request for PCS advances must be received in the Student Detachment no fewer 45 days prior to start date of PCS leave. Outprocessing packets are accessible at: www.jackson.army.mil/usasd. Include copy of PCS orders.
- **There is NO Advance for Temporary Lodging Expenses (TLE) for CONUS Lodging**
- **ADVANCE OF BASE PAY-** advance of basic pay is processed up to 30 days prior to start date of PCS leave. Amount disbursed is base pay less monthly deductions; does not include allotments. Re-payment of advance pay is prorated for twelve months. Application for advance pay is accessible at: www.jackson.army.mil . Include copy of PCS orders. **NOTE: Per AR 37-104, Single Soldiers and/or Soldiers without dependents must submit a thorough written justification for approval of advance pay.**
- **DITY Advance** is authorized by FJ Transportation Office. The advance requires the DD 2278 (pre-authorized), PCS advance request form and PCS Orders. Payment is disbursed 3-5 days prior to pick-up date of rental vehicle.
- **TDY and Return** Forward completed DD 1351-2, a DD 1610 and receipts for reimbursable expenses listed on TDY orders. Receipts for meals are not required. Fax or scan documents to Student Detachment, finance section @ 803-751-5346. Documents are forwarded to DFAS-Indianapolis for processing of payments. Current processing time is 10-14 working days. DFAS-Rome no longer processes TDY settlements.
- **Permissive TDY** Service members are granted permissive TDY from their losing unit. Officer in the rank of LTC or above must grant authorization. Memorandum authorizing delegation of authority may be submitted with DA 31; reference AR 600-8-10, paragraph 5-31c.
- **Email & Telephone Query** Email and telephonic inquires are responded to within 72 business hours.

SUMMER SURGE (MAY – SEP) BE MINDFUL THAT SUMMER INPROCESSING SEASON IS EXTREMELY STRESSFUL. PLEASE ACCESS THE DETACHMENT’S WEBSITE TO REVIEW FAQ’S. THIS WILL ELIMINATE WAITING FOR A RESPONSE.

08 MAR 07 – 15 MAY 07: AER

All AER packets have been mailed. If you have not received a packet, please email paris.bailey@us.army.mil with the SUBJECT: AER and provide a current address. The AER campaign ends 15 May 2007.

**Remember the importance of AER . . .
our Soldiers and their families count on us!**

Operations & Training ~ SSG Lisa Jones

Our Summer Surge (May - Sep) is here!! There will be an increase of Soldiers Incoming and Outgoing. The FAQ page on the USASD website can answer many of your questions. PCS Orders are being cut by report date but our goal is to get them to the Service member 90 to 120 days out. Please monitor your AKO accounts for notification of PCS Orders. ***NOTE*** If you receive an RFO from your branch manager, it is not necessary to forward it to the Student Detachment; chances are we already have it.

FY07 Fort Jackson Holiday schedule

- *Public Holiday Observances*
 - 28 May 2007 ~ Memorial Day
 - 04 July 2007 ~ Independence Day
 - 03 September 2007 ~ Labor Day
- *Training Holiday Observances*
 - 29 May 2007 ~ Tuesday after Memorial Day
 - 05 July 2007 ~ Thursday after Independence Day
 - 04 September 2007 ~ Tuesday after Labor Day

Office Manager Notes ~ Mrs. Brenda Singleton

The Student Detachment is undergoing its annual “spring/summer surge”. We ask that you help us take care of you.

- Ensure that your completed in-processing packets are accurate, entries legible, and easy to read. If possible, do not forward your in-processing packet piece-meal. All required documents for in-processing are required to be in-house before any action can be forwarded to the next level.
- Travel submissions for PCS settlements are scanned to DFAS Indianapolis for payment and disbursement via FJ Defense Military Pay Office. Turn around times from submission to actual payment may be up to 3 weeks. **Please be financially prepared for this extensive process.**

Being away from a military installation and its environment can be unsettling. It is our job to give you security and assurance in knowing that your military finance and personnel issues are important to us. We want to make your extended training as uncomplicated as possible. Continually access our website to stay abreast of changing policies and procedures. Feel free to contact our customer service technician via telephone or email. To those of you incoming to the Detachment, I extend a warm welcome and congratulations in your selection to attend Advanced Civil Schooling. To those departing, we hope your experience with the Student Detachment was as enriching as it was pleasant. **We stand ARMY STRONG!**

Army-wide Messages

- **MILPER MESSAGE NUMBER : 07-073 Evaluation Timeliness Report Issued: [04/24/2007].** This message announces that as of 1 Jul 07 DCS, G-1 is authorized to post, annually, a report that displays submission rates for military evaluations in individual officer and NCO senior rater Official Military Personnel Files as part of the Senior Rater Profile. Once posted, this document will be available for review for career and selection board decisions. DCS, G-1 will start tracking information with OER's received at HQDA on 1 Jun 07 and Encores received at HQDA on 1 Oct 07. This message applies to all Regular Army (RA), Army National Guard of the United States (ARNGUS) and United States Army Reserve (USAR) Soldiers.
- **Officer Retention Menu of Incentives & Critical Skills Retention Bonus (CSRB):** The Army G-1 and HRC continue to work the implementation plan for the Officer Menu of Incentives, which includes the CSRB. OPMD, HRC anticipates opening the application window on or about 15 May 2007 upon final approval. This menu of incentives will include 5 options: CSRB (\$20K), Graduate School, Post of Choice, Branch of Choice, and Military Schooling (Ranger/Language Training). This menu is intended for Regular Army Captains with the DOR of 01 August 2005 – 01 January 2007 in the following branches: AD, AG, AR, CM, EN, FA, FI, IN, MI, MP, OD, QM, SC. HRC intends to inform all Officers who are eligible and will ask commanders in the field to assist.
- **Electronic Submission of Regular Army OERS now possible:** Per the HRC Evaluations Systems Office, the "Send to HQDA" is now available for Regular Army OERs. Units can start electronically submitting Regular Army OERs using the "Send to HQDA" feature in the AKO "My Forms" Portal. In order to be submitted electronically, Regular Army OERs must be on a PureEdge form, digitally signed, have no enclosures, and not be referred. Details on submission can be found at <https://forums.bcks.army.mil/secure/CommunityBrowser.aspx?id=341827>.

Notes from the Advanced Civil Schooling Branch

The ACS office would like to reiterate student financial requirements while in ACS:

- Upon arrival at your academic institution, visit the school's bursar or business office (third party billing) to confirm the contractual status of your tuition (Sponsorship Letter). If the University has not received the Sponsorship Letter please get a fax number and name of the person who needs it. ACS will then resend the letter. Mrs. Julie Vickery is responsible for A-T (AFIT-Tulane) 703-325-6681 and Mrs. Doris Dabney U-Z (University of Akron-Yale) 703-325-3143.
- If you are attending a university that grants resident tuition rates to military students, verify your resident status with the billing office. You also need to waive any insurance offered by the university; if you do not the Army will not be responsible for the fees. You may be required to complete paperwork and renew your resident status each semester. It is your responsibility to ensure this happens. Do not exceed your sponsored amount: Low, Mid, High, or EGSP cost cap.
- The Army will not assume responsibility for expenses over your approved cap (this does not include increases caused by inflation) or in violation of your original agreement, i.e. failure to qualify for in-state tuition, unapproved travel, courses not related to your degree.

For additional questions, visit the ACS website at <https://www.hrc.army.mil/site/protect/active/opfamacs/acs00.htm>



United States Army Student Detachment

PHYSICAL ADDRESS

5450 Strom Thurmond
Blvd., Room 244
Fort Jackson, SC 29207

MAILING ADDRESS

3330 Magruder Avenue
Fort Jackson, SC 29207

PHONE

(803) 751-4340

FAX

(803) 751-5346

E-MAIL

usasd@jackson.army.mil

We're on the Web!

[www.jackson.army.mil/usasd/
index.htm](http://www.jackson.army.mil/usasd/index.htm)

Websites of Interest

- <http://www.hooah4health.com> ~ Great resource tool for health and fitness
- <http://www.tricareonline.com> ~ TRICARE Online. You can register for the MTF closest to your location and schedule appointments online.
- <http://technet.microsoft.com> ~ Downloads & Technical advice
- <https://www.us.army.mil/suite/page/349164> ~ My Library. You can utilize this page on AKO to ask the Librarian a question, which will generate an automated response stating answer or supporting guidance.
- <https://www.us.army.mil/suite/page/281441> ~ Lean Six Sigma Training via AKO
- <http://www.carlisle.army.mil/ahec/> ~ U.S. Army Heritage and Education Center
- <http://www.armyg1.army.mil/hr/uniform.asp> ~ Army G1 Uniform Policy Proponent

1SG News ~ 1SG Thomas Burns

Please take a minute and look at the new AR 600-9.

SUMMARY OF CHANGES TO THE NEW AR 600-9

- Revised height and weight table. Table 3-1
- Revised circumference measurement sites for females are the neck, abdomen and hip
- DODI standards of measurements to the nearest .50 change from .25 standards
- Round up to the nearest .50 when measuring the **NECK** for both genders
- Round down to the nearest .50 when measuring the **HIPS** for females
- New DA Form 5500/5501, Body Fat Content worksheets (males/females)

If you change your contact information to include phone number please let us know so we can update our database.

I would like to welcome our FAO's as part of USASD.

THANK YOU FOR YOUR SUPPORT AND GOOD LUCK,

1SG